



## Getting Started With Boras Parts

Creating an account with Boras Parts is quick and easy, with four methods available.

### Information To Have Ready For Registration:

- State Agency Name
- Phone Number
- Leveraged Procurement Number (State Contract Number)
- Agency Billing Code (if applicable)
- Tax Exempt Number & Expiration Date (if applicable)
- Billing Address
- Ship-to Address (if different than billing address)

#### 1) Online:

- Logon to [www.borasparts.com](http://www.borasparts.com)
- Click "Request a Login" at top of page
- Fill in your information
- Check your email for the account activation link
- Once you click the link your account is active and you may begin ordering

#### 2) Via Phone:

- Call 877-651-2894 and an account specialist will assist you

#### 3) Via Fax:

- Call 877-651-2894 and we will fax an account setup form to you

#### 4) Via Email:

- Email requests may be submitted to [accounts@borasparts.com](mailto:accounts@borasparts.com) and an account setup form will be emailed to you.

